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File

19 March 1953

MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

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ITEMS OF ADMINISTRATIVE INTEREST

1. General -

a. A draft of a Vital Documents regulation for UTR has been completed and will be coordinated with chiefs of TR(S) and TR(G) planning staff for comments and concurrence.

2. Services and Supply -

a. The installation of the new tie-line (trunk to dial system) will be delayed due to technical difficulties.

3. Budget and Fiscal -

a. Delinquent outstanding advances for extra-Agency training have been reduced from 69 accounts to 22 accounts.

b. Discussions with the Budget Officer, Mr. [] were held concerning notification of all Agency offices to submit revised training requirements for FY-54 and new requirements for FY-55.

c. An amendment to the [] contract has been executed and obligated. Steps have been taken to obtain blanket endorsement of existing Notes Payable (\$85,000) and Declaration of Trust. Presently awaiting OGC further action on the matter.

[]
Administrative Officer, OTR

25 YEAR RE-REVIEW

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